

### **ATTRIBUTES OF A CLASSIFICATION**

**(Columns Contained in the Title Rate File (proceeding from left to right))**

CLASS CODE	Four digit class code number																																								
DELEGATED	Covered by delegated authority guidelines (* = yes/Blank = no)																																								
OVERTIME	Overtime eligible (\$ = yes/Blank = no)																																								
CLASS TITLE	Title of classification																																								
WORK AREA	<p>Work Area assignment:</p> <table><tr><td>01</td><td>Social and welfare work, psychology, human relations</td></tr><tr><td>02</td><td>Personnel management, employee relations</td></tr><tr><td>03</td><td>Administrative, general clerical, office support</td></tr><tr><td>04</td><td>Biological sciences</td></tr><tr><td>05</td><td>Accounting and budgeting</td></tr><tr><td>06</td><td>Health and patient care</td></tr><tr><td>07</td><td>Engineering and architecture</td></tr><tr><td>08</td><td>Legal and kindred</td></tr><tr><td>09</td><td>Information and arts</td></tr><tr><td>10</td><td>Business, supply and industries</td></tr><tr><td>11</td><td>Commercial development</td></tr><tr><td>12</td><td>Physical science</td></tr><tr><td>13</td><td>Library archives, societal studies</td></tr><tr><td>14</td><td>Mathematics, statistics, econometrics</td></tr><tr><td>15</td><td>Equipment, facilities operations and maintenance</td></tr><tr><td>16</td><td>Education</td></tr><tr><td>17</td><td>Investigation and inspection</td></tr><tr><td>18</td><td>Transportation</td></tr><tr><td>19</td><td>Protective service</td></tr><tr><td>20</td><td>Miscellaneous</td></tr></table> <p>70-86 These numbers are assigned to 7XXX, 8XXX and 9XXX class codes and indicate the assigned agency.</p>	01	Social and welfare work, psychology, human relations	02	Personnel management, employee relations	03	Administrative, general clerical, office support	04	Biological sciences	05	Accounting and budgeting	06	Health and patient care	07	Engineering and architecture	08	Legal and kindred	09	Information and arts	10	Business, supply and industries	11	Commercial development	12	Physical science	13	Library archives, societal studies	14	Mathematics, statistics, econometrics	15	Equipment, facilities operations and maintenance	16	Education	17	Investigation and inspection	18	Transportation	19	Protective service	20	Miscellaneous
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**BARGAINING  
UNIT**

Bargaining unit assignment of the classification:

- A Labor and trades unit
- B Administrative, technical and clerical unit
- C Regulatory, inspection, and licensure unit
- D Health and human service nonprofessional unit
- E Health care professionals unit
- F Social and human service professionals unit
- G Engineering, scientific, and administrative professionals unit
- H Public safety and security unit
- I Sworn police officers unit
- S Excluded – Supervisor
- M Excluded – Manager
- T Excluded – Agency head
- U Excluded – Board or commission member
- W Excluded – Student
- X Excluded – Used by agency(s) excluded by exec order
- Z Excluded – Confidential
- O Unassigned – Bargaining unit or exclusion will be assigned by individual position.

**JOB FAMILY**

Job family assignment:

- A Officials and administrators
- B Professionals
- C Technicians
- D Protective service workers
- E Paraprofessionals
- F Office and clerical
- G Skilled craft workers
- H Service/maintenance

**SCALE**

Four digit scale (e.g. 0001, 9990):

- 0001-0026 Standard salary grades
- 0031-0039 Physician salary schedule
- 0050-0061 Maryland State Police schedule
- 0062-0071 Park Ranger schedule
- 0074&0076 Hourly scale for Student Engineer and Student Tech Asst.
- 0089-0091 Natural Resources Police schedule
- 0096-0099 Deputy Fire Marshall salary schedule
- 0105-0112 Police Officer salary schedule
- 0250-1350 Flat Rate salaries
- 9901-9911 Executive Pay Plan
- 9990 Slope scale
- 9995 Daily rate
- 9998 Hourly rate
- 9999 Unique flat rate salaries

TYPE	Salary Type: D Daily F Flat Rate H Hourly M Merit (any grade and step scale) S Slope (minimum and maximum – no discrete “steps”)
MINIMUM SALARY	Minimum salary of the scale
MAXIMUM SALARY	Maximum salary of the scale
SENSITIVE	Sensitive class for drug testing (Y = yes/Blank =no)
OPTIONED	Optioned class (Y = yes/Blank = no)
NON- COMPETITIVE	(Y = yes/Blank = no)